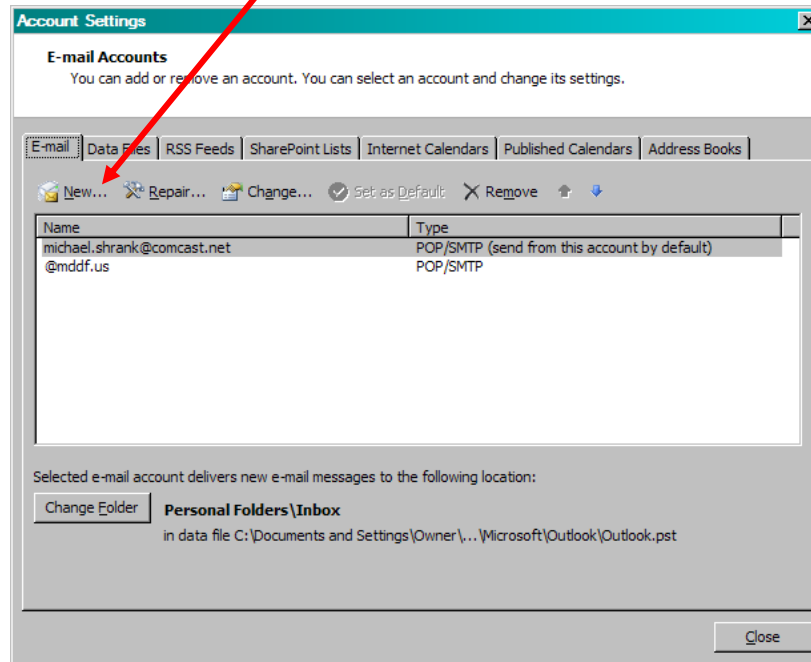
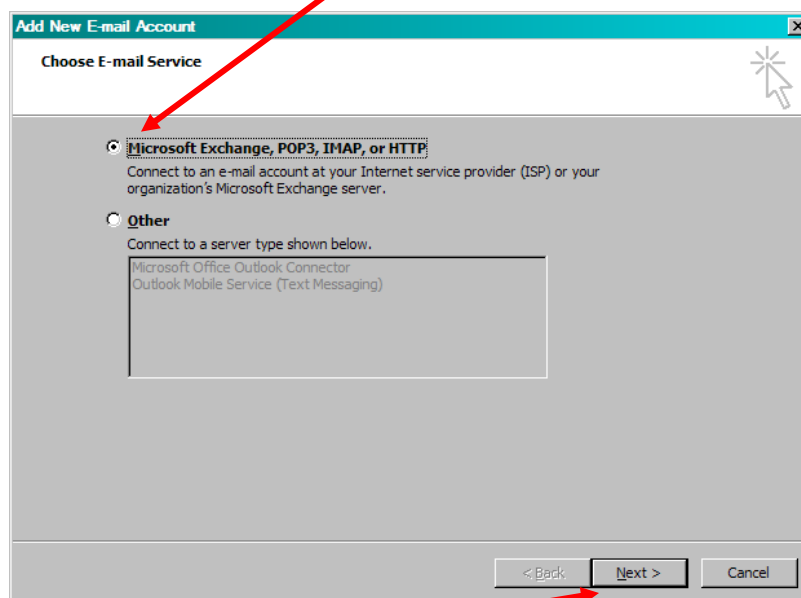


DO THIS ONLY AFTER YOU HAVE LOGGED ON FOR THE FIRST TIME AND CHANGED YOUR PASSWORD!!!

In Outlook 2007 go to Tools and select Account Settings.
From the popup window select New ...



From the popup window select New Account and select the button for: Microsoft Exchange, POP3, IMAP, or HTTP



Then click on the Next> button

Select the box in the lower left corner that says, "Manually configure server settings or additional server types".

The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. The window contains several text input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:'. Below these fields is a checkbox labeled 'Manually configure server settings or additional server types', which is checked. A red arrow points from the text above to this checkbox. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A second red arrow points from the text below to the 'Next >' button.

Then click on the **Next>** button

Select **Internet E-mail**

The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Internet E-mail' is the text 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Below 'Microsoft Exchange' is the text 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Below 'Other' is the text 'Connect to a server type shown below.' and a list box containing 'Microsoft Office Outlook Connector' and 'Outlook Mobile Service (Text Messaging)'. A red arrow points from the text above to the 'Internet E-mail' radio button. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A second red arrow points from the text below to the 'Next >' button.

Then click on the **Next>** button

Then enter **your** name, **your** mddf.us email address, and **your** password

NOTE: This NOT the ChangeMe2 default password.

The incoming and outgoing mail servers are as indicated below.

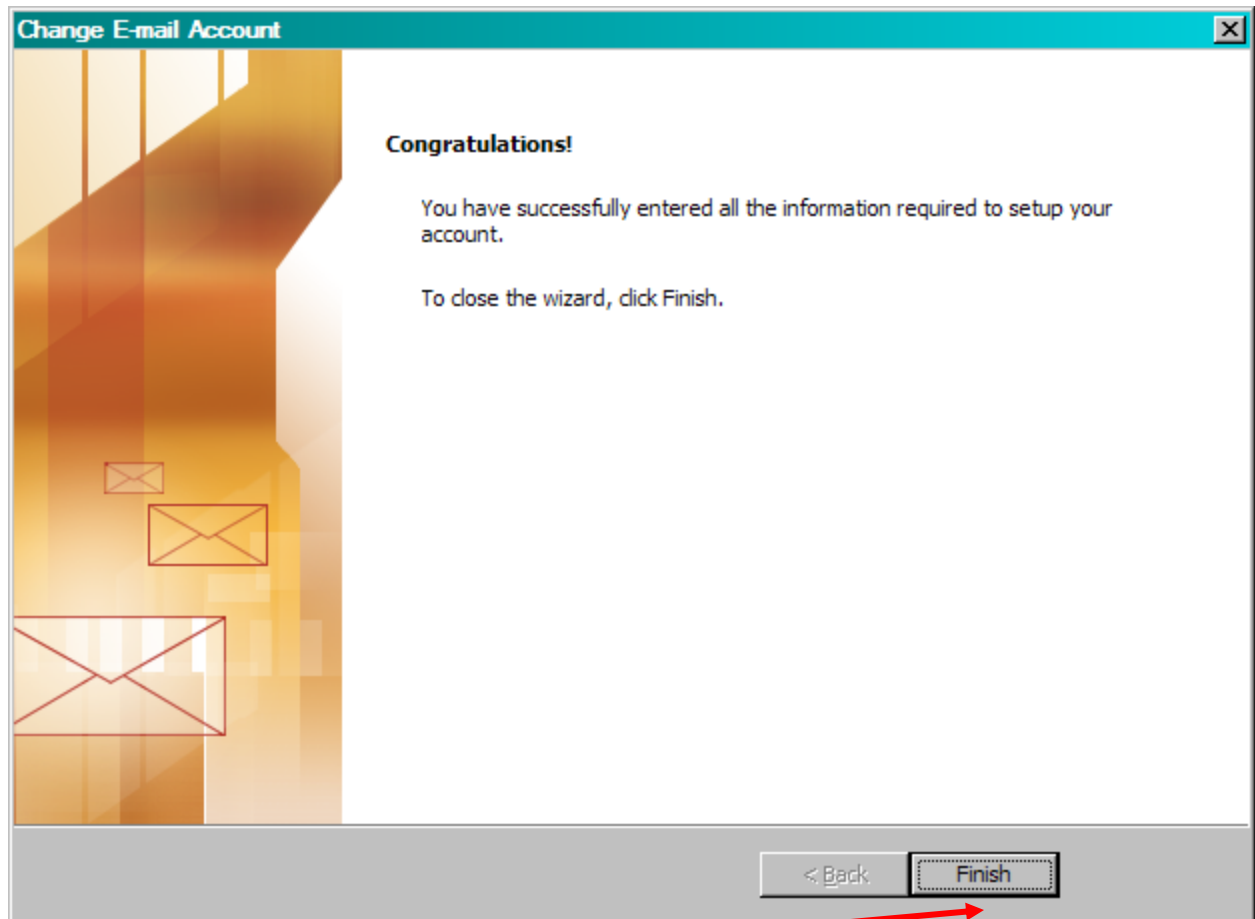
Click on the **Test Account Settings ...** button

You should see this screen

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

Select Close

Then click on the **Next>** button



Select Finish

Your mddf.us email account is now set up on your Outlook.